

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **24 Aug 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Whakarewarewa School
<b>Date:</b>	Wednesday, 22 June 2022
<b>Time:</b>	5:00 pm to 7:30 pm
<b>Location:</b>	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
<b>Board Members:</b>	Michele Hawe (Chair), Boxer Smith, Jackie Meha, Lynette Walmsley
<b>Attendees:</b>	Pam Takiwa
<b>Apologies:</b>	Arihi Harvey, Dallas Te Aonui

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Confirm Minutes

**Board Meeting 25 May 2022**, the minutes were confirmed as presented.

### Matters Arising Previous Minutes

#### Property

- Beech tree felled and cut. Will be split for sale for fundraising.
- No update on replacement of carpet and boiler budget from PM
- Painting Maintenance: MH met Resene consultant today, and discussed colour choice, proposed contractors to quote and paint the school which will be available within a week.
- STRG classroom, consent not yet approved by RLC.

#### Uniform Review

- JM reported a newsletter has been sent to parents regarding the uniform review. No feedback yet from parents/caregivers
- Further discussions by the board to re-review the school uniform completely
- A comparison of the old uniform and new uniform to be presented to the parents at upcoming 3 way conference

#### Staff Wellbeing Survey

Results:

- 15 staff completed survey, 11 completed survey online and 4 hard copies, 1 not accepted as survey was closed.

- Questions sourced via NZCER website
- JM reported that some staff felt the questions were intrusive and personal. MH explained the wellness survey was not to make staff feel uncomfortable but more about staff to reflect on their physical and mental health and how the board can support them, as feelings of wellbeing are vital to the overall health of staff.
- LW noted that whilst overall staff appear positive about their wellbeing there are least 2 teachers are not happy. Due to COVID, flu and ongoing illnesses there has been stress on staff and tamariki i.e 50% attendance, no relievers available, impact of long COVID etc. Discussion on probable and possible strategies to minimise stress on staff and tamariki e.g. extra teacher only days, Jackie to relieve in class, combine classes. It was suggested finishing school at 0230pm, discussions with parents need to happen first.
- Board and Principal to formulate a Mental and Wellbeing Policy
- BS had no issues with the survey.
- MH noted the comment made regarding too many meetings. JM response, some staff do the van runs which delays staff meeting on Tuesdays.

### **Rumaki**

Board discussed the proposal, an experienced teacher, cost to the board of \$40k. Other options discussed to consider:

- teacher aide/kaiarahi I te reo
- apply for a LAT for the kaiarahi I te reo
- board supported the need for a teacher given the roll increase in this class but cost not supported.
- Our roll is at 145, if not reached before 1 July roll return our funding and staff entitlement will be affected.

### **Security System**

- A revised quote of \$18,461 to install Alarm System was presented and discussed. MH queried the Bosh 6000 Alarm Panel, will it replace existing panel given the age of it was 10years old. If so, then do we need to replace it, JM is query with provider.
- Barrier arm installation at bridge work in progress.



#### **Teacher only days**

Consider having an extra 2 teacher only days this term

**Due Date:** 27 Jul 2022  
**Owner:** Jackie Meha



#### **Alarm Security Panel**

To contact provider

**Due Date:** 27 Jul 2022  
**Owner:** Jackie Meha

## 2. Major Decisions and Discussions

### 2.1 ASB School Credit Card



#### ASB School Credit Card

***The Board of Trustees has approved an application for a new credit card for the school and authorises a name change on the school credit card. Remove Hinei Taute and add Hinekete Jackie Meha, current school Principal and also as a signatory on all school accounts to replace Hinei Taute outgoing Principal.***

**4 Supported:** Boxer Smith , Jackie Meha , Lynette Walmsley , Michele Hawe

**0 Opposed:**

**2 Abstained:**

Arihi Harvey - Not present at meeting ,  
Dallas Te Aonui - Not present at meeting

**Decision Date:** 22 Jun 2022

**Mover:** Lynette Walmsley

**Outcome:** Approved

### 2.2 Principal Professional Growth Cycle



#### Principal Professional Growth Cycle

The PGC plan should be shared with the presiding board member so they can understand and be involved to this plan.

***Board delegates this role to Lynette Walmsley to help plan and support needed for the Principal.***

**4 Supported:** Boxer Smith , Jackie Meha , Lynette Walmsley , Michele Hawe

**0 Opposed:**

**2 Abstained:**

Arihi Harvey - Not present at meeting ,  
Dallas Te Aonui - Not present at meeting

**Decision Date:** 22 Jun 2022

**Mover:** Michele Hawe

**Outcome:** Approved

### 2.3 Bonus Bonds



#### Bonus Bonds

To donate the income from the bonus bonds to charity

**Decision Date:** 22 Jun 2022

**Mover:** Lynette Walmsley

**Seconded:** Boxer Smith

**Outcome:** Approved



#### Bonus Bonds

In 2002, the board purchased 20 units of bonus bonds which are held by ANZ Bank. The process to claim these requires identification and address verification for all signatories claiming. On receipt of documentation, payment will be made to the school's account.

**Board authorise Lynette Walmsley and Michele Hawe signatories of all our school accounts to complete wind up form and provide supporting documentation to ANZ Bank**

**4 Supported:** Boxer Smith , Jackie Meha , Lynette Walmsley , Michele Hawe

**0 Opposed:**

**2 Abstained:**

Arihi Harvey - Not present at meeting ,  
Dallas Te Aonui - Not present at meeting

**Decision Date:** 22 Jun 2022

**Mover:** Michele Hawe

**Outcome:** Approved

## 2.4 Triennial School Board Elections 2022 - Election Date



### Triennial School Board Elections 2022 - Election Date

A change in the date for this year's board triennial elections will be held between 5 - 23 September, a preferred date being of 7 September.

**Board to set the date of 7th September 2022 to hold the elections.**

**4 Supported:** Boxer Smith , Jackie Meha , Lynette Walmsley , Michele Hawe

**0 Opposed:**

**2 Abstained:**

Arihi Harvey - Not present at meeting ,  
Dallas Te Aonui - Not present at meeting

**Decision Date:** 22 Jun 2022

**Mover:** Michele Hawe

**Outcome:** Approved

## 2.5 Triennial School Board Elections 2022 - RO



### Returning Officer

The Board agreed Pam Takiwa as Returning Officer for the Triennial School Board Elections. Election date is set at 7 September 2022.

**Decision Date:** 22 Jun 2022

**Mover:** Michele Hawe

**Seconded:** Lynette Walmsley

**Outcome:** Approved

## 2.6 Mid-Year Student Achievement

Data attached

- School no longer using Pact as a medium for monitoring data
- Rules and expectations in classroom are in place

## 2.7 Strategic & Annual Plans

### 3. Board Annual Work Plan

### 4. Actions

#### 4.1 Action List

Due Date	Action Title	Owner
22 Sep 2021	Funding Applications - Purchase Puipui <b>Status:</b> Not Started	Hinei Taute
31 Mar 2022	EOY Event & Committee <b>Status:</b> Not Started	Dallas Te Aonui
25 May 2022	Skoolloop <b>Status:</b> Completed on 1 Aug 2022	Jackie Meha
25 May 2022	Fundraising <b>Status:</b> Completed on 1 Aug 2022	Dallas Te Aonui
22 Jun 2022	Painting Maintenance <b>Status:</b> Completed on 1 Aug 2022	Arihi Harvey
22 Jun 2022	Uniform Survey Feedback from Parents <b>Status:</b> Completed on 8 Sep 2022	Jackie Meha
22 Jun 2022	Staff Wellbeing Survey <b>Status:</b> Completed on 17 Jun 2022	Michele Hawe
22 Jun 2022	Security System <b>Status:</b> Completed on 8 Sep 2022	Jackie Meha
22 Jun 2022	Fixed Term Teacher - Rumaki <b>Status:</b> Completed on 8 Sep 2022	Jackie Meha
22 Jun 2022	BC 71818 <b>Status:</b> In Progress	Michele Hawe
22 Jun 2022	Bonus Bonds <b>Status:</b> Completed on 1 Aug 2022	Michele Hawe
24 Aug 2022	Installation - Barrier at bridge <b>Status:</b> Completed on 8 Sep 2022	Jackie Meha

### 5. Management Reports

#### 5.1 CEO Report

##### Section 27

- JM informed the board she has employed Carrington Papuni under the Tamaiti Ora program for 3 days a week to mentor this student.

##### Manual Training

- A request to change providers will be submitted this week to the Ministry.

##### LSC

- Both Principals of Whakarewarewa and Otongo will meet the LSC to discuss a plan.
- Jackie now has clarity on the LSC role.
- LSC to report to the employing school Pincipal.

##### Class Roll Numbers

- LW asked JM to provide class roll numbers in her reports.



##### **Letter of Resolution**

Board approved an application to apply for funding through The Rotorua Charitable Trust.

**Due Date:** 30 Jun 2022  
**Owner:** Pam Takiwa



## CEO Report

Jackie moved her report

**Decision Date:** 22 Jun 2022  
**Mover:** Jackie Meha  
**Seconder:** Lynette Walmsley  
**Outcome:** Approved

## 5.2 Finance Report

### May Report - Items of Significance

Expenditure

- 1330 Stationery - increase budget to 2210.00
- 1509 Manaakitanga-Student Support - increase budget 797.00
- 2460 Vandalism - add budget 1632.00
- 3366 Sports Equipment - increase budget 2943.00
- 4920 School sports - add budget 540.00
- Learning resources - not enough learning resources being spent, question was raised why not?



### Items of Significance

JM to contact edservices to action items of significance

**Due Date:** 27 Jul 2022  
**Owner:** Jackie Meha



### Financial Report

Board accepted and approved May financial report

**Decision Date:** 22 Jun 2022  
**Mover:** Jackie Meha  
**Seconder:** Boxer Smith  
**Outcome:** Approved

## 6. Other Business

### 6.1 Correspondence

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Board Meeting - 24 Aug 2022, 5:00 pm

## New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
1.2	Teacher only days <b>Due Date:</b> 27 Jul 2022	Jackie Meha
1.2	Alarm Security Panel <b>Due Date:</b> 27 Jul 2022	Jackie Meha
5.1	Letter of Resolution <b>Due Date:</b> 30 Jun 2022	Pam Takiwa
5.2	Items of Significance <b>Due Date:</b> 27 Jul 2022	Jackie Meha

### Agenda next meeting:

- Health&Safety Review
- Curriculum Policy Review
- Concerns&Complaints Policy Review
- Student Wellbeing Survey Report

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_